

MEMORANDUM

To: Institutional Effectiveness Contacts

From: T. Michael Raley

Date: February 2, 2009

Institutional Effectiveness Reporting - 2009

Attached you will find the reporting requirements for the 2009 Institutional Effectiveness submissions that will be due in our office no later than **August 3, 2009**. The first file that is included, "IE_Requirements-2009," contains brief explanations for the components required within the summary reports and the second file "IE_Tables-2009," contains the data tables that should be completed by your office. Also included is a Word document ("Survey Memorandum") and an Excel document, "alumni_survey-placement_data-2009," which comprise the biennial Alumni Survey. Together with the data that has been collected for performance funding purposes (Section 59-103-30), this information will satisfy reporting requirements for Section 59-101-350.

A statement concerning the institution's policies and procedures to provide a "technologically skilled workforce" should be included in this year's Summary Report. Research and Teaching institutions should include the Web address of their Title II report in their summary reports and on the attached Institutional Effectiveness Checklist.

As we did for the January 2009 report, "A Closer Look at Public Higher Education in South Carolina," we will use performance funding information with the institutional effectiveness reports to highlight changes within the state's public higher education institutions. Summary Reports from each institution again should be posted to your website so that we may refer to your electronic address in the January 2010 report. Also, please maintain your past Summary Reports on your website so that at least two years of summary data can be viewed. Some institutions have chosen to maintain all reports on the Web in order to use this information for ongoing accreditation reviews.

Please be sure to include the attached transmittal form when you submit your information on **August 3, 2009**. Submit your completed summary report and data tables **electronically** to: Sandra Carr, at scarr@che.sc.gov. All of the documents are in Word and should transmit fairly easily, so we ask that you use Word when sending your summary reports.

Thank you for your continued support in the state's planning process and your consistent efforts in putting together excellent reports that detail your institutions' institutional effectiveness efforts.

We will post a copy of the 2009 institutional effectiveness guidelines and tables to the website at <http://www.che.sc.gov/AcademicAffairs/InstEff.htm> and will continue to post updates and revisions there as needed.